



**TOWN OF CONCORD**  
**NATURAL RESOURCES COMMISSION**  
141 KEYES ROAD, CONCORD, MA 01742  
TEL. (978) 318-3285 FAX (978) 318-3291

**Amendment Request  
Submission Checklist**

**To Request to Amend an Existing Order of Conditions:**

A complete package (1 original and 7 collated hard copies) of the following must be submitted by close of business (4:30 p.m.) at least two weeks in advance of a scheduled meeting of the Natural Resources Commission (NRC). Supplemental information for continued hearings must be submitted by NOON on the Wednesday prior to the scheduled meeting. **Fax copies and e-mails are not acceptable.** Due to changes in the Open Meeting Law, effective July 1, 2010, Applicants and/or their representatives will be required to provide documents and other exhibits **prior to the scheduled hearing**. Documents and other exhibits, including photographs, shall be provided to the office in manageable form.

- ☐ **Eight** copies of a Request to Amend letter describing proposed change.
- ☐ **Eight** copies of revised plan showing proposed change. For more information see the Minimum Plan and Submission Requirements Policy.
- ☐ One original and one copy of a **certified abutters list** (one **original**/one copy). This must be obtained from the Assessor's Office. Please note that certified abutters lists expire 3 months from date of issue.
- ☐ Evidence of **mailing** (Certified Mail and Return Receipt) **of notification to abutters. Return receipt green cards** must be submitted at or before the hearing.

Although no fee is required for an Amended Order of Conditions, a legal notice is required. The Division of Natural Resources (DNR) will submit the legal notice to the Concord Journal and the Applicant will be billed directly by the Journal for the cost of the legal notice. It is therefore critical that the Applicant provide a proper contact person and daytime telephone number with the Request to Amend.

**Process**

The NRC will hold a public hearing on your Request to Amend. You or your representative will need to present your Request to Amend to the Commission on the night of the hearing. If the NRC agrees to issue an Amended Order, they will discuss any additional special conditions to the Order. After the meeting, a draft Amended Order will be prepared and voted on at the next scheduled NRC meeting. After the vote, the Amended Order is typically issued by the DNR office on the Friday after the meeting. Amended Orders will be sent certified mail to the Applicant. You must record it at the Registry of Deeds for it to take effect before work begins and provide evidence of recording to the office. Please note that the Amended Order of Conditions does not extend the effective date of the original Order of Conditions; the Amended Order shall run with the 3-year term of the original Order of Conditions. If you need additional time to complete your project you must specifically request an extension from the Commission (see the guidelines for Extension Requests).